

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Office Name]
[Immigration Office/Consulate Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my visa, which is set to expire on [expiry date]. I have appreciated my time in [Country] and believe that an extension will allow me to [briefly state your reasons, e.g., complete my studies, pursue job opportunities, volunteer work, etc.].

During my stay, I have [mention any positive contributions you have made, such as participating in community service, interning with a local company, etc.]. I am committed to adhering to the laws and regulations of [Country] and have maintained a positive record throughout my stay.

The reasons for my extension request are as follows:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

I assure you that I will continue to [state how you will respect the laws and culture of the country]. Enclosed are the necessary documents to support my request, including [list any supporting documents, like proof of financial stability, letter of acceptance from a school, employment letter, etc.].

I appreciate your consideration of my request and look forward to your positive response. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]